

DOCUMENT NAME: Small Purchase Credit Card
DAFIS DOCUMENT TYPE: 32

1. **Description:** Payment and procurement tool utilized for small purchases based on individual cardholders procurement authority. It can be used in lieu of methods such as cash, BPAs, SF-44s, purchase orders, training procurement forms, Maintenance Service Agreements (MSA), GSA customer service call-ins/walk-ins, and some GPO procurements. It can also be used for cable TV, cellular phones, telephone services, or post office box payments.
2. **Primary Forms:** Statement from Bank of America (see Figure 12D-54)
CG-5623, Order Log (see Figure 12D-54a)
Weekly Credit Card Transaction Report

3. **Related Forms:** None

4. **Document Number:** Nonstandard Number - FINCEN assigned. (The letter B indicates "Bankcard")

SAMPLE: 32001234B1230012

<u>Document Type</u>	<u>FY Funded</u>	<u>Last four digits of Bank Card Account #</u>	<u>Julian Date Of Purchase</u>	<u>Transaction Sequence Number</u>
32	02	1234	B 123	0012

5. **Accounting Line:** Each small purchase credit card is associated with one full line of accounting. The line of accounting includes the object class to identify the type of materials or services to be purchased with that card. It is essential that the object class is accurate. Appendix F defines object classes available for use. The unit provides all of the essential information to the Agency Program Coordinator (APC). This information will contain the cardholder's name, unit name, address, phone number, and the desired line of accounting to be assigned to the card. The APC will forward this information, except the line of accounting, to Bank of America by either faxing a Central Account Setup Form or entering the data on-line in the Electronic Account Government Ledger System (EAGLS). The accounting line for the new card must be sent to the Finance Center via e-mail to purchasecard@fincen.uscg.mil so it can be entered into the Consolidated Billing System (CBS). Any subsequent changes to the accounting line assigned to a credit card must also be sent to the FINCEN via e-mail to purchasecard@fincen.uscg.mil. This e-mail should include the card number, cardholder name, old line of accounting, new line of accounting, and the name and phone number of a point of contact. **(Note: Changing accounting lines in EAGLS will not change the accounting line assigned to a card. This can only be done by the FINCEN)**
6. **FINCEN Critical Processing Requirements:** Issuing units must ensure that all statements are submitted with the following:
 - a. Cardholder's signature.
 - b. Approving Official's signature.

- c. Accountable documentation supporting purchases must be attached to each statement.
- d. Unit's small purchase credit card account number and accounting line must be set up at the FINCEN.

7. Other Information:

- a. Supply Fund users should provide the Julian Date when listing small purchase credit card purchases on their CG-3095, CG-2576, and Fuel reports. See Chapter 8 for more information.
- b. Under no circumstances should purchase order documents be paid with the small purchase credit card unless a modification has been issued canceling the purchase order. Failure to follow this procedure can result in duplicate payments.

8. LUFS Information:

- a. Obligations will NOT be transmitted via LUFS. All information is entered only to maintain the local ledger and for reconciliation.
- b. Obligations should be entered using the Bankcard Module of LUFS. This ensures that the document number format is correct for auto-reconciliation. When LUFS reads the electronic PES report the Transaction Sequence is ignored. LUFS will reconcile the entry by matching the card number, Julian date and amount of purchase. If the document number is not matched, LUFS auto-reconciliation will do a 45 day Julian date search starting at the Julian date on PES report and looking backwards for a bankcard transaction for that bankcard, account and dollar amount. If a match is still not located, the transaction will be placed on the unresolved report and the reconciler will have to enter and reconcile the appropriate transaction.

9. Document Flow:

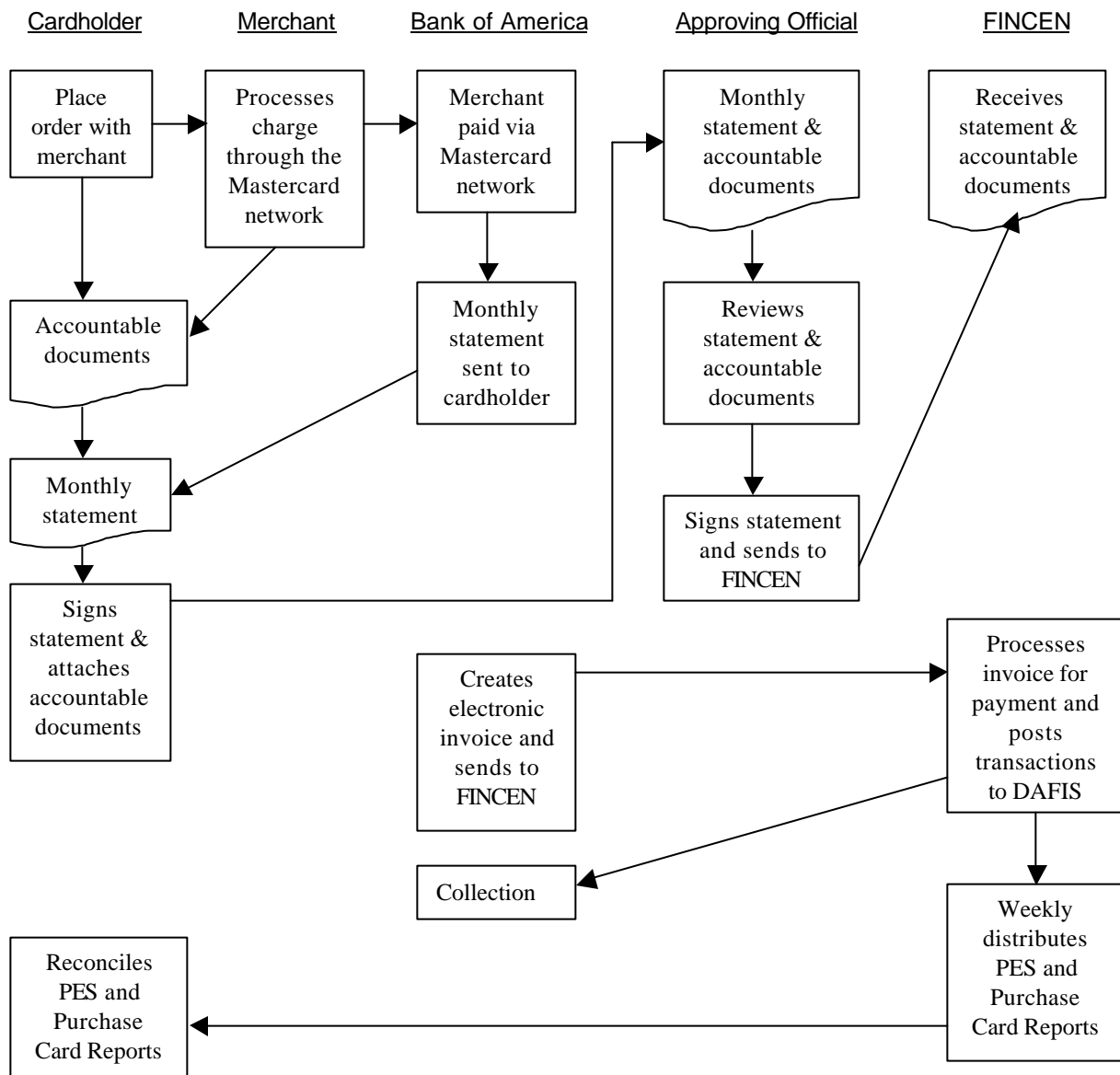


Figure: 12D-53 Small Purchase Credit Card

- a. Figure 12D-53 describes the procedures for processing the Small Purchase Credit Card.
- b. Use the card in accordance with small purchasing policy.
- c. A monthly statement is mailed to each individual cardholder that had purchases during the statement period. Cardholders with Internet access have the option of accessing Bank of America's system EAGLS and querying Transaction Data/Individual Statement to retrieve their monthly statement.

9.c. Upon receipt of the monthly statement, the cardholder must review it for accuracy and reconcile it against the accountable documents retained from each purchase. The statement pages on the Bank of America statements are perforated. Please do not remove any sections of the statement pages before submission as they may contain information that is vital to our review process. Following is a description of the various types of accountable documentation:

Charge Slips/Sales Receipts/Invoices - Must be legible and complete. Must include the date, the vendor name and address, the amount and a detailed description of the purchase. Part numbers or terms such as “miscellaneous”, “supplies”, “office supplies”, “general merchandise”, or “hardware items” are not sufficient. If the charge slip/sales receipt/invoice only gives date, store name and amounts, either attach the Purchase Request or an Order Log with a complete description.

Order Logs (CG-5623) - Order logs may be used in lieu of receipts* and should contain vendor name, address and telephone number, purchase amount, freight amount (if freight amount is over \$100 a copy of the carrier's freight bill must be included), purchase and receipt date and a detailed description. Order logs also provide good back up for sales receipts or packing slips that do not give complete information. For cellular phone service, cable TV, or other recurring charges, please include the period of service you are paying for as part of the description or attach the summary page of the bill that gives the period covered. For subsistence charges the description should list the main items purchased and cardholders are reminded that no non-food items are to be purchased with your subsistence card. (*Any required certifications for bottled water or approvals for memberships, any required COCO authorizations for fuel, food, etc. as listed in Reference A and any receipts for charges over \$2500 must be attached to the Order Log even if the Order Log is being used in lieu of receipts.)

Purchase Log from LUFS – You may use your purchase card log printed from LUFS only if it contains all of the information required on the Order Log described above. All other instructions given for use of the Order Log also apply.

Purchase Requests - Purchase Requests (PRs) are only to be used as accountable documentation if no other accountable documentation is available or to supplement other documentation given.

COCO approvals - COCO approval is needed for purchases like fuel, airline tickets, car rentals, lodging and meals provided during training. See COMDTINST M4200.13E, Simplified Acquisition Procedures Handbook for a complete list of purchases that require authorization by the COCO. Be sure to include them with the other accountable documentation.

Cellular Bills - Accountable documentation for cellular telephone charges is the account summary page. Cardholders paying a previous balance must identify the period included in the previous balance amount being charged by either providing the account summary page for the previous balance or noting the period on the account summary page.

Note: Accountable documentation for purchases made with convenience checks is the same as for purchases made with the purchase card but **must also include a copy of the written check.** Convenience checks that exceed \$2500 must have prior approval by the Purchase Card Organization Program Coordination (OPC) who is currently Mary Jo Staron, G-CPM-1. A copy of this approval should be attached to the statement.

The cardholder verification process must be completed within seven calendar days in order to provide sufficient time to allow for subsequent approving official review. To facilitate reconciliation, the Finance Center sends out a weekly credit card report that shows the vendor name, transaction date, transaction amount and document number suffix for each transaction. After cardholders verify their purchases, they sign in the "Reviewed By" space on the last page of the monthly statement. All accountable documentation (or legible copies of the originals) should be placed in the order the charges appear on the statement and stapled (not paper clipped) behind the upper left hand corner of the statement and forwarded to the approving official. Do not staple multiple statements together. Do not forward accountable documentation separately from the statement to the Finance Center.

Any purchases which do not include copies of these accountable documents will require a special certification signed by both the cardholder and approving official providing an explanation why the accountable document is not available and a certifying that the purchase was authorized and received in acceptable condition.

Note: Inform vendors with whom you make purchases using the Purchase Card to not send invoices to the Finance Center. They should be sent to your unit so you will have them to attach to your statements. The possibility of duplicate payments from your units' funds exists if the vendors send the invoices to the Finance Center.

If an item is billed incorrectly, it is the responsibility of the cardholder to attempt to resolve the problem with the merchant. If the merchant does not provide a replacement or credit, the cardholder must provide a complete explanation on the statement form in addition to completing a "Dispute" form. The form must be submitted to Bank of America within 60 days of the statement date and a copy must be submitted with the statement to the Finance Center.

9.e. The approving official must then review each of the cardholder's statements and verify that all transactions made were in the interest of the Coast Guard and that all purchases were made in accordance with the Simplified Acquisition Procedures Handbook, and mandatory sources of supply. The approving official will write "A/O" directly below the cardholder's signature and sign and date each statement. All certified statements (with the accountable documentation as explained above) should then be forwarded to the Finance Center within 7 calendar days. This will allow approximately 10 days for the Finance Center to receive and process the statements in order to meet the requirements of the Prompt Payment Act. The address for submission of statements is:

Purchase Card
USCG Finance Center
P. O. Box 4107
Chesapeake, VA 23327-4107

For those units that have the equipment, you may prefer to scan your signed statement and the required documentation, upload them to your workstation as a .pdf or as a .jpg file and then send them to the Finance Center as an attachment to an E-mail. Each individual statement and its documentation should be included in one .pdf or .jpg file. Do not send multiple statements in one file and do not send multiple files for one statement and its documentation. Please remember if you choose to do this that all back-up documentation requirements listed in paragraph 9.d above still apply. We ask that your subject line be the region of the line of accounting associated to the card the statement is for. If more than one statement is attached, indicate the number of statements in the subject line also. Example: "2 - Region 6 statements". Your E-mail should be sent to BoAstatements@FINCEN.uscg.mil.

- 9. f. In the case of travel or leave when the cardholder or approving official will not be available for certification or verification/approval at the time the statements are due, arrangements must be made for such activity to be handled by another individual to aid timely processing. Please remember when making these arrangements that the one signing for the approving official must be at least one supervisory level above the cardholder. The responsible individual should sign the back of the statement for the other person and indicate why that approving official or cardholder is not available to sign. The absent person will counter sign the unit's copy upon return.
- g. If a particular cardholder statement certification is delayed due to unusual or unforeseen circumstances, a copy of the statement with an explanation for the delay written on it should be submitted to the FINCEN in a timely manner. The original should then be submitted as soon as possible thereafter.
- h. OTHER INFORMATION CONCERNING THE SMALL PURCHASE CREDIT CARD
 - (1) There are two embossed lines on a credit card. The first line is for the cardholder's name, and the second line defaults to "USCG B239641", the Coast Guard's tax-exempt identification number. However, if the cardholder desires to place other information on the second line to make the card more readily identifiable, then this information should be provided to the APC. The APC should enter this information in the Cardholder Name field of the Centrally Billed Account Setup Form that is sent to Bank of America. The second embossed line has a maximum length of 26 characters.

- (2) Fiscal Year Chargeable: Small purchase credit card purchases can be made through 30 September of each FY. Transactions (purchases) are properly chargeable to the appropriate FY funds based on the order date. However, the vendor's billing date, forwarded electronically to the FINCEN from the small purchase credit card contractor, is used to create the document number and assign the line of accounting. This date may not coincide with the actual fiscal year that the items were ordered.
- (3) Crossover of fiscal years transaction errors: The FINCEN will adjust PES transactions back to the prior fiscal year if the order date is on or before 30 September. The FINCEN will make PES adjustments due to vendor transaction date discrepancies regardless of dollar amount. In these cases, units must submit a PES Report Error to FINCEN indicating the over the counter date or the actual order date. A copy of the monthly statement and supporting receipt, packing slip, etc., with the individual line items highlighted must be included. If vendor documentation is not available, a copy of the CG-5623 Order Log indicating the date of order will be accepted.
- (4) Cable TV invoices often cause problems because small purchase credit card advance payments are not authorized and some cable companies bill in advance. Payment of a cable TV invoice should only be made using the small purchase credit card if the company bills in arrears.
- (5) Credit card transactions are exempt from taxes. The tax-exempt number for the Coast Guard is B239641. If charged sales tax, cardholders are required to dispute sales tax amounts with the merchants. Cardholders should also verify that amounts previously disputed are credited to their account. The 9-digit Federal Tax ID number is 54-6010204.
- (6) Emergency situations have necessitated quick acquisition of small purchase credit cards so purchasing could start and ensure the correct DAFIS line of accounting would be charged. There are 2 basic alternatives to acquiring cards for these situations. The first alternative is to contact FINCEN (OPAB) and have the accounting line associated with one of your existing cards changed to the new accounting line for tracking the cost of the emergency. It is recommended you choose cards that have never been used or cards that have not been used since the last billing cycle to avoid charges to the wrong PES. The second alternative is to have your MLC/District Administrative POC, call Bank of America customer service and explain the need to issue the card and to have it mailed via overnight express mail service.

- (7) Multi-user cards are not available through Bank of America because it cannot guarantee that all merchants will accept them.
- (8) Memberships in private and professional organizations can also be paid for in advance using the small purchase credit card. The same requirements apply as they do to a purchase order. Memberships must be made in the name of the USCG (not an individual or individual title). Memberships must be approved at the appropriate level. See the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13E for more information concerning who must approve memberships. Copies of approvals must be submitted to the FINCEN with the monthly statement.
- (9) Use of the small purchase credit card for payment of service/maintenance agreements is authorized. Contracting activities electing to use their small purchase credit cards to pay for supplies/services received under service/maintenance agreements must adhere to the following procedures:
 - (a) Service/Maintenance agreements (CG-5398/OF-347) must be signed by contracting officers. Contracting officers shall ensure that all required Federal Acquisition Regulation (FAR) clauses and provisions are incorporated into the document, including appropriate Service Contract Act clauses and any applicable wage determination from the Department of Labor. The document shall be completed as follows: (1) Block 3, leave blank, (2) Block 4, insert 32, Fiscal Year, Region, Program Element and sequential number (e.g., 32006PE020) to indicate credit card charge, (3) Block 9, do not include any DAFIS accounting data, (4) Block 17, insert the words, "Billing to be monthly in arrears. Payment will be made using the small purchase credit card and (5) Block 21, insert the unit address of the cardholder. Do not use the FINCEN address. Do not mail copies of the agreement to the FINCEN. Use the small purchase credit card payment procedures only when vendors agree to bill monthly in arrears. These procedures will ensure that if a copy of an agreement is inadvertently mailed to the FINCEN that it will not be entered into DAFIS. Payments for these agreements will show on the PES report as direct charges and as document type 32 vice document type 23.

- (b) After receipt of the monthly invoice, cardholders can utilize their small purchase credit card over the counter or provide the credit card number over the phone in accordance with local contracting procedures. Under no circumstances should specific information from the credit card (i.e., credit card account number) be placed on the service/maintenance agreement.
 - (c) Cardholders shall attach the account summary page of cellular telephone invoices to monthly statements submitted to the FINCEN. If you use the Order Log, you need to enter period of service you are paying for as part of the description. For personal calls, reimbursement must be collected from the appropriate personnel for the cost of the calls plus additional 3% excise tax. Reimbursement must be made payable to the U.S. Coast Guard and submitted to the following address along with a copy of the statement indicating the charge: U. S. Coast Guard, OTHERS, P. O. Box 640626, Pittsburgh, PA 15264-0626. Phone calls to 1-900 numbers are always personal and not official.
 - (d) Cardholders shall not charge payment for supplies/services until the end of the month for which the supplies/services were received. Advance payments to vendors are not authorized and may result in delayed or stopped payments to the vendors, or cancellation of cardholder privileges for service/maintenance agreements transactions. Cardholders shall attach invoices for all maintenance agreements to monthly statements submitted to the FINCEN.
 - (e) Modifications to Service/Maintenance agreement (SF-30) must include the following: (1) Block 1, leave blank, (2) Block 4, insert 32, Fiscal Year, Region, Program Element, and sequential number to indicate credit card charge, (3) Block 5, leave blank, (4) Block 12, do not include any DAFIS accounting data, and (5) Block 14, insert the words, "Billing to be monthly in arrears. Payment will be made using the small purchase credit card". Do not send copies of the modifications to the FINCEN.
 - (f) Any existing maintenance agreement under document type 23 that does not include the provisions of this message must be cancelled and reissued if the contracting activity plans to use the above outline procedures. Cancellation copy must be submitted to FINCEN.
- (10) Units electing to use their small purchase credit card for payment of non-cellular telephone services must ensure that:
- (a) The phone company will accept the small purchase credit card.
- Note: The object class for telephones is 2335. See paragraph 5 under this document type.
- (b) 1-900 calls are never considered official business, therefore a 1-900 block must be in place. (This includes those 1-800 numbers that convert to a charge number).
 - (c) The phone company must change the billing address so the invoice will go to the unit instead of the Finance Center.

- (d) The invoice must be billed monthly in arrears.
- (e) Contact the Finance Center at (757) 523-6818 to ensure the Recurring Charge Master is removed from DAFIS. This will eliminate the possibility of duplicate payments.
- (f) A copy of the billing summary page of the phone bill must be attached to the small purchase credit card monthly statement. If you use the Order Log, you need to enter period of service you are paying for as part of the description.
- (g) For personal calls, reimbursement must be collected from the appropriate personnel for the cost of the calls plus additional 3% excise tax. Reimbursement must be made payable to the U.S. Coast Guard and submitted to the following address along with a copy of the statement indicating the charge:

U. S. Coast Guard
OTHERS
P. O. Box 640626
Pittsburgh, PA 15264-0626

- (h) Remittances for personal calls should contain the line of accounting and the last 4 digits of the small purchase credit card number where the credit is to be applied. FINCEN will assign a document number to this credit as follows:

DOCUMENT TYPE	FY FUNDED	PHONE	MONTH	LAST 4 DIGITS OF CARD NUMBER
33	02	PHO	06	1234

- (11) Other Finance Office Information can be obtained in the Federal Supply Schedule. At the minimum, card holders and approving officials, in addition to the above, must know the following program requirements:

- (a) Safekeeping of credit cards and their numbers: Limit unauthorized access of the small purchase credit cards in your possession. Cards should be safeguarded with appropriate security measures in accordance with good business practices.
- (b) Copies of Charges, Credits, and Statements: Retain copies of your accountable documentation and certified statements for item returns, disputed items, and audit trails. After certification by the approving official and cardholder, the original statement and all accountable documentation or legible copies of the documentation must be sent to the FINCEN. Statements must be originals.

- (c) Cost Accounting: A unit must submit a PES Report Error form to FINCEN (OGP) if it desires to change the assigned object class code or cost center for a transaction(s) to a different object class code or cost center. A copy of the monthly small purchase credit card statement, highlighting the item(s) to be changed along with desired object class code or cost center, must be attached to the PES Error form. These changes, which affect only the object class code, will only be made for items costing more than \$500 and after the credit card charge has been posted to DAFIS.
- (d) Nonexpendable Property Purchase: Nonexpendable items purchased with a Purchase Card must be brought to the attention of the property custodian or property officer.
- (e) Lost/Stolen Cards: Cardholders must report lost or stolen cards to Bank of America's Government Card Services Unit (GCSU) at 1-800-472-1424 (domestic toll-free) or 1-757-441-4124 (international collect). A replacement card with a new account number will be sent to the cardholder within 24 hours domestically and 48 hours internationally. Cards reported lost or stolen are immediately blocked from accepting additional charges. Any unauthorized charges must be disputed.
- (f) Cardholders/Approving Official Set Up and Maintenance Applications: These forms are approved by the Agency Program Coordinator (APC) for each unit and forwarded directly to Bank of America. The Centrally Billed Account Setup Form is used to create a new credit card account. APCs should not provide the accounting line to be assigned to a card to Bank of America, but instead report the accounting line to the FINCEN via e-mail to purchasecard@fincen.uscg.mil. Changes to any of the cardholder information on an existing account, except for the accounting line, should be reported to Bank of America on the Centrally Billed Account Change Form. Accounting line changes should only be reported to the FINCEN. To create a new approving official account. APCs should submit a "Hierarchy Structure Change Request" form to Bank of America. Once the bank notifies the APC of the new hierarchy level 6 number, then the APC should submit a Point of Contact Information form to the bank for this new hierarchy level. This form will contain the approving official's name, address, and phone number, and can also be used to establish EAGLS access for the new approving official. If an existing approving official is going to be replaced, then the APC only needs to submit the Point of Contact Information form for the already existing hierarchy level 6 with the new approving official information.
- (g) When a unit prepares a Blanket Purchase Agreement (BPA) and pays by small purchase credit card, copies of the agreement should not be mailed to the FINCEN. Payment made by the bank will be document type 32 instead of document type 26 or document type 38. For more information, see COCO Alert 01-40 at the G-CPM website <http://cgweb.comdt.uscg.mil/g-CFP/g-cpm/prohome.htm>.

The following applies to the payment of BPAs.

Payment by P-Card: When payment is accomplished via P-Card, payment to the vendor will be made by the P-Card issuing bank, and the Finance will pay the P-Card issuing bank on a daily basis. On a monthly basis, the vendor shall submit an invoice to the Contracting Officer. The P-Cardholder is responsible for reconciling the vendor invoices with the monthly Statement of Account in accordance with currently established P-Card procedures. P-Cards may be used for payment on BPAs with call limits of up to the simplified acquisition threshold, or \$100,000 or less.

Payment by C-Check: When payment is accomplished via C-Check, the vendor will submit an invoice to the Ordering Officer. The P-Cardholder who placed the order shall verify invoice information and prepare and send a check payment on a monthly basis. Procurement Requests are **not used** when paying by C-Check. C-Checks may only be used for payment on BPAs with call limits within the micro purchase threshold, or \$2,500 or less (\$2,000 or less for construction orders.)

Payment via the P-Card is the preferred method over C-Checks since the issuing bank charges a fee of 1.9% of the value of each check written. Units should encourage vendors to accept the P-Card since payment is processed by the bank within 24 hours.

Do not send copies of BPAs that are established for payment by P-Card or C-Check to the Finance Center. Also **do not** send copies of orders or invoices placed and/or received against such BPAs. This will eliminate the risk of double billing or double payment.

- (h) Improper purchases: If an improper purchase is made using the purchase card and reimbursement is to be made do not send a remittance directly to Bank of America. Annotate the statement indicating that an improper purchase was made and identify which purchase was improper. A copy of the annotated statement and a cashier check or money order made out to the U.S. Coast Guard should be mailed to:
- U.S. Coast Guard
OTHERS
P.O. Box 640626
Pittsburgh, PA 15264-0626

10. Sample Forms: See Figures 12D-54 and 12D-54a.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
32021234B1230012	189	02035FQR2	12345	2674	0.00	0.00	0.00	50.00

12. References:

- a. COMDTINST M4200.13. Simplified Acquisition Procedures Handbook.
- b. Bank of America Government Card Services Unit (GCSU) Reference Guide available at <http://thd.bankofamerica.com>.

Bank of America
NationsBank

DB0# 0000000

MC ACCOUNT NUMBER
5568-8600-0042

JANE JO JAMES
300 EAST MAIN STREET
SUITE 600
NORFOLK VA 23510

N000507

POSTING DATE	DESCRIPTION	TRANSACTION DATE	A-ATM C-CONV CK T-TRAVEL CK	AMOUNT:CR-CREDIT PY-PAYMENT DR-DEBIT
08-31	W WALLACE NEALE CO OILVILLE VA REF:68453869242000279177260 MCC:5074 PHONE: MZIP:00000-0000 OZIP:00000-0000 DZIP:00000-0000 SHP:0.00 DTY:0.00 TAX:0.00 TIN:540843462 1057BUSCLASS:CORP 1057TYPECLASS 1057TYPECERT 1099TYPE	08-30		M 560.77 DR
09-02	KIM HOTSTART MFG CO SPOKANE WA REF:68418859243801000100018 MCC:5013 PHONE: MZIP:00000-0000 OZIP:00000-0000 DZIP:00000-0000 SHP:0.00 DTY:0.00 TAX:0.00 TIN:910683702 1057BUSCLASS: 1057TYPECLASS 1057TYPECERT 1099TYPE	08-31		M 609.80 DR
TOTAL				1,170.57

Reviewed By: Jane Jo James

Date: 10-13-99

A/D Carlos Daniels

10/14/99

MASTER FILE ACCOUNT CODE				ACCOUNT SUMMARY	
23901#132450FA####1210082673#####				PREVIOUS BALANCE	\$ 0.00
MASTERCARD FLEET TAXWARE CODE 000				PURCHASES	1,170.57
AGENCY CODE				CASH	
TAX EXEMPT #				ADVANCES	0.00
MONTHLY CREDIT LIMIT	SINGLE PURCHASE LIMIT	STATEMENT DATE	ACCOUNT NUMBER	PAYMENTS	0.00
\$ 75,000.00	\$.00	SEP 19, 1999	MC 5568-8600-0042	MISCELLANEOUS DEBITS	0.00
Bankcard Center: GOVERNMENT CARD SERVICES PO BOX 1637 NORFOLK VA 23501-1637				MISCELLANEOUS CREDITS	0.00
Call Customer Service For Within US Toll-Free: 1-800-472-1424				NEW BALANCE	\$ 0.00
Reporting Lost or Stolen Cards: Overseas Collect: 1-757-441-4124				DISPUTES	0.00

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Figure 12D-54 Sample Statement from Bank of America

IMPAC ORDER LOG

CARDHOLDER NAME _____ CARD NUMBER _____
 MONTH OF _____ 19 _____ PAGE _____ OF _____

Purchase Date Receipt Date	Vendor Information Name, City, State, Phone	Purchase Amt Freight Amt*	Detailed Item Description	Unit Document Number	(Optional Use)
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			
P/D	Name	P/A			
R/D	City, St Phone	F/A			

*Documentation for freight over \$100 must be provided

I certify this to be a true representation of the documentation kept by this unit in support of the charges for the cardholder number and date indicated above. Approving Official Signature: _____

Dept of Transp., USCG CG-5623 (1-97)

Figure 12D-54a Sample Order Log